



Phone (360) 466-3163  
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**Swinomish Indian Tribal Community**  
A Federally Recognized Indian Tribe Organized Pursuant to 25 U.S.C. § 476

11404 Moorage Way  
La Conner, WA 98257

## **JOB DESCRIPTION**

### **GRANTS ADMINISTRATOR**

**SALARY: DOE**  
**FULL-TIME**

**CLOSING DATE: APRIL 30, 2014**

#### **GENERAL FUNCTION**

The Grants Administrator coordinates and administers all major grant functions for several departments within the Swinomish Indian Tribal Community. This position requires professional and administrative work in researching, initiating, writing, coordinating and/or administering programs or projects involving federal, state, non-profit and contribution funding sectors. Grants administrator will also monitor, communicate and evaluate grant agreement compliance. Experience with Federal, State and local grant funding regulations, requirements, contracting, administration, and reporting requirements is crucial to the position. This position reports to the Land Management Director.

#### **DUTIES AND RESPONSIBILITIES**

- Assist with the preparation, writing, and editing of grant applications, grant and contract renewals, grant project amendments, quarterly and annual performance, and other grant-related documents.
- Administer multiple federal, state, and private foundation grants in support of Planning, Environmental, and Public Works program activities. This includes maintaining accurate and organized grant files for progress and financial reporting, budget analysis and reconciliation, and for department financial planning.
- Assist Tribal program officers in grant administration to ensure that Tribal and granting agency procedures are understood and met including the review, monitoring, and communicating of grant agreement regulations, requirements and guidelines.
- Assist project managers with grant closeout activities.
- Inform department staff of grant requirements and related policies, procedures, and changing laws.
- Negotiate agreements and amendments with grantor agencies.
- Monitor project budgets and prepare financial reports.
- Act as liaison between Tribal program officers, granting agencies, and the Tribal accounting office.
- Research grant opportunities for projects that have been identified as needing funding.
- Develop and maintain a database grant administration system.

- Assist in developing and managing internal office electronic filing organization.
- Follow all Department policies for grant requests and grant management, specific to scope, budget, and grant requirements.
- Other duties as required.

### **EXPERIENCE:**

- Bachelor's degree from an accredited four-year college or university with major course work in public or business administration or field related to area of assignment
- Two years' experience in a staff or administrative capacity initiating, managing and/or monitoring contracts, grants and/or leases; or any equivalent combination of experience.
- Two years' experience responding to grant offerings, including narrative writing, budgeting, and preparation of required applications elements and forms.
- Administrative experience in office management and organizational activities, accounting, financial management and reporting
- Knowledge of Federal, State, foundation and other grant regulations, guidelines and laws.
- Skilled using Microsoft Office Suite (Excel, Word, Outlook, etc.)

### **CORE COMPETENCIES**

- Strong organizational, analytical, and writing skills
- Skill in analyzing and evaluating grant announcements, applications, and proposed agreements Strong communication and networking skills
- Strong advisory and policy review and response skills
- Excellent accounting, budgeting, and fiscal management skills
- Personal initiative and ability to handle multiple tasks and prioritize work load
- Commitment to protecting and enhancing tribal sovereignty
- Show good leadership and communication skills and be able to establish effective working relationships with different people and agencies
- Attention to detail

### **WORK ENVIRONMENT AND TIME COMMITMENT:**

- Work is performed primarily indoors with occasional site visits as required
- 40 hours per week
- Some off-Reservation travel may be required

### **OTHER DUTIES:**

Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

### **EMPLOYMENT CONDITIONS:**

The Personnel Policies and Procedures of the Swinomish Tribal Community apply to all employees. Employees in this classification are considered non-exempt.

**INDIAN PREFERENCE APPLIES TO THIS RECRUITMENT**

## APPLICATION INSTRUCTIONS

- Request an **Application Packet** by calling (360) 466-1216, (360) 466-7353 or e-mail to [aiedwards@swinomish.nsn.us](mailto:aiedwards@swinomish.nsn.us) or [sbailey@swinomish.nsn.us](mailto:sbailey@swinomish.nsn.us). It is also available for download at <http://www.swinomish-nsn.gov/resources/human-resources.aspx>.
- Include a **cover letter** identifying why you feel you are qualified for this position.
- Complete the Swinomish Tribal Community application form; **do not write, “see resume on the application”**.
- **Return the application, along with the cover letter and resume to Wayne Bill, Human Resource Director by 5:00pm April 17, 2014.**

### Swinomish Tribal Community

Human Resource Office

11404 Moorage Way

LaConner, WA. 98257

Consistent with practices on federally recognized Indian Tribes, Native American hiring preference may apply. The policies of the Swinomish Tribal Community apply to all employees. All offers of employment are contingent on the successful completion of a drug and alcohol screening. This position involves regular contact with or supervision over Indian children and a successful applicant must meet minimum standards of character based on a background check.